

TIPS FOR COMPLETING NBD PAPERWORK

1. MATERIALS THAT MUST BE PROVIDED BY NEIGHBORHOOD BUSINESS DISTRICTS UPON CONTRACT APPROVAL BEFORE ANY PAYMENT WILL BE PROVIDED.

- A. Authorized Signature Form – signatures are required from those individuals allowed to sign NBD forms and documents.
- B. Procurement Process Verification for **every** paid position and specialty contract specified in your proposal. (i.e., How did you advertise and make decisions about hiring or getting contracts? In other words, was it an open process?)
- C. All NBD Managers must be trained through the NBD Financial and Administrative Procedures by DCD staff.

II. VOUCHERS

- A. Processing of vouchers occurs on a regular basis. Payment of vouchers will be processed as quickly as time and finances permit.
- B. NBD Guidelines stipulate that vouchers must be submitted on at least a quarterly basis; however, monthly voucher submission or, as payment is needed, is recommended.
- C. All reimbursement requests must be accompanied by supporting documentation, such as copies of contracts, receipts, vendor estimates, or vouchers and/or check copies. No reimbursement will be made for expenses incurred **prior to** the effective contract date or after December 31.

Funds may not be advanced prior to receipt of goods or services. The following guidelines should be used when preparing voucher documentation:

- 1. Group receipts by project and identify each receipt by project number. If receipt is unclear, or unreadable, Invest will not reimburse expenditures.
- 2. No sales tax will be reimbursed.
- 3. Time Sheets are required for any individual paid on an hourly basis. Time Sheets should be filled

out for each date worked and start and stop times indicated with a brief description of work performed. The worker AND the NBD Manager must sign all time sheets. A worker's signature indicates agreement with and confirmation of hours worked and total payment due.

4. If work is done via a specialty contract, work reports for each pay period should be provided which include the signature of the NBD Manager.

III. BOOKKEEPING SYSTEM

- A. You must provide by January 15, 2010 a bookkeeping system that documents reimbursements received from the Department of Community Development (DCD) and checks written against those reimbursements for NBD-approved projects. (NBDs do not have to use the pages enclosed, but some ledger format must be provided to DCD.)
- B. All expenses to be paid by the business district should be via check. In the rare and unusual circumstances where cash payments are made, the business district must also provide to Invest copies of receipts signed by the person receiving the cash, verifying the exact amount paid and the date paid.
- C. NBDs must also document volunteer hours accumulated on NBD projects. A Volunteer Hour Log Form is provided as a guide.

IV. INTERIM AND FINAL REPORTS

- A. Final Performance Reports are required **for every project** . Final Reports are due **January 15, 2010**.
- B. Reports should be concise yet detailed and indicate problems or progress experienced toward goal achievement.